Sample Terms of Reference (TOR) for Energy and Environment Technical Working Group (EETWG) at the National Level

*This document serves as a sample Terms of Reference (TOR) for establishing an Energy and Environment Technical Working Group (EETWG) to coordinate and collaborate on solutions for energy access and environmental protection in displacement settings. It is adapted from an existing EETWG model in Uganda and is intended for use in other locations. The Humanitarian Energy Exchange Network (HEEN) provides a global mechanism for supporting energy coordination in displacement settings. Hosted under the Global Platform for Action on Sustainable Energy in Displacement Settings (GPA), HEEN consists of experienced energy practitioners who can support countries in establishing EETWGs. For strategic and technical support, please contact* [*energy@unitar.org*](mailto:energy@unitar.org)*.*

# Purpose

Under the Comprehensive Refugee Response Framework (CRRF), the purpose of the Energy and Environment Technical Working Group (EETWG) is to coordinate the national response on energy and environment for refugees and host populations. The ***Working Group*** aims to ensure that all populations of concern receive timely, appropriate, effective and sustainable support, adhering to SPHERE standards or national government-specific standards for energy and environment. This includes providing guidance and oversight for sector groups at sub-national and settlement levels.

# Background

The energy environmental challenges to be addressed by the ***Working Group*** are outlined in various national strategies including [insert relevant national strategies]. At present, environmental sustainability and energy access hold a relatively low priority in the humanitarian response, often resulting in reactive and insufficient interventions. This is evidenced by declining forest cover, shifts in microclimates, and other environmental impacts. The ***Working Group*** will lead all actors and sub-sectors in planning and mitigating environmental impacts in a coordinated manner while building capacity for sustainable development in both current and future refugee settlements and host areas.

**The Vision of the *Working Group* is**: To achieve sound management and sustainable use of energy and environmental resources for the protection and empowerment of the refugee and host communities.

**The Mission of the *Working Group* is**: To harmonise humanitarian and development responses, fostering resilience and cross-cutting sustainable solutions to mitigate environmental impacts in refugee-hosting areas, in alignment with [insert relevant frameworks for energy, environment, and refugees at the local/national/regional level].

**The Values of the Working Group are**: [Insert agreed upon values as developed by members or the coordinator].

# Accountabilities

Aligned with the objectives, priorities and targets of the Comprehensive Refugee Response Framework (CRRF) and [insert relevant frameworks here] in [insert country name], the ***Working Group*** will be responsible for:

* Developing a sector strategy in collaboration with the Inter-Sector Coordination Group (ISCG) and relevant government authorities in [insert country]. The mandate for the ***Working Group*** is well-anchored in:
  + CRRF Environmental Protection in Pillar 2 Emergency Response and Ongoing Needs & Pillar 3 Resilience and Self-Reliance through Joint humanitarian and development programming
  + [Insert relevant policy or strategy points here].

As such, the ***Working Group*** will provide guidance, planning, monitoring and evaluation of the results required to achieve energy and environment outcomes and coordinate the programme for improving energy access and environmental outcomes:

* Provide oversight and support for effective and inclusive energy and environment inter sector coordination at sub-national and settlement level, as appropriate.
* Promote effective inter-agency programme implementation, supported by common needs assessments/gaps and capacities analysis, programme design, to maximise impact, prevent overlap and minimise gaps.
* Contribute to common advocacy and resource mobilisation platforms.
* Monitor progress against key indicators and targets as set out in the[insert relevant country policies and strategies here]*.*

# Membership

The ***Working Group*** is open to organisations involved in energy and environment sectors for refugees and host communities, including national departments, local governments, UN agencies, international and local NGOs, academia and private sector. Advisory boards may be convened as necessary to provide input on specific issues, such as catchment management or cookstove standards.

Members of the ***Working Group*** have the responsibility to:

* Attend meetings regularly and timely and contribute to discussions.
* Share relevant information (reports, data, news etc.) within their organisations and with the group through the Co-Chairs.
* Respond in a timely manner to requests for input from the Co-Chairs.
* Brief the ***Working Group*** on issues of concern as needed
* Engage in an open, transparent and inclusive manger during any consultative process to minimise risks of duplication and ensure optimisation of synergies.

Membership is extended by invitation of the Co-Chairs and may include representatives from:

* **Government ministries and authorities**: [Insert relevant ministries]
* **UN agencies:** [Insert relevant UN Agencies]
* **Development partners:** [Insert relevant development partners]
* **NGOs:** [Insert relevant NGO partners]
* **Implementing and operating partners active in the sector:** [Insert relevant implementing partners]
* **Members seconded from umbrella networks**: [Insert relevant umbrella networks]
* **Academia:** [Insert relevant academic partners]
* **Private sector:** [Private sector to form a consortium and nominate a representative - insert relevant information about consortium]

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| --- | --- | --- | --- |
| Category | Member | Mandate | Potential role |
| National | [Insert relevant ministries] | [Insert mandates] | [Insert roles] |
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| Development and Humanitarian Aid Partners | [Insert relevant organisations] | [Insert mandates] | [Insert roles] |
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| Local | [Insert relevant local government of refugee or displacement hosting districts] | [Insert information about relevant local governments] | [Insert information about relevant local governments] |
| [Insert relevant end user groups (i.e. refugee and host community members, social institutions such as schools/health clinics/etc, small businesses, etc).] | [Insert information about relevant end user groups] | [Insert information about relevant end user groups] |

# Responsibilities of the Co-Chairs

The ***Working Group*** shall be chaired by [insert government chair] and co-chaired by [insert UN or humanitarian/development actor chairs], reflecting their leadership roles and accountability in the sector. Co-Chairs are responsible for:

1. Coordinating partners in the energy and environment sector, in an inclusive and transparent manner, respecting their mandates and programme priorities, to achieve the objectives set out in the humanitarian implementation plans and national development plans.
2. Convening monthly meetings.
3. Preparing and circulating invitations, agenda, minutes and key documents for upcoming meetings prior to every meeting and follow-up decisions, all in a timely manner.
4. Compiling an annual work plan in alignment with the core objectives of the [insert relevant national policy framework], subject to approval, implementation and periodic review by ***Working Group***.
5. Informing members of events and issues by circulating reports, invitations to external meetings, workshops, conferences etc. of broad relevance to the ***Working Group***.
6. Maintaining an updated list of members of the ***Working Group***.
7. [Insert further responsibilities]

# Responsibilities of the Working Group

The ***Working Group*** is responsible for:

1. Developing the sector strategy, including setting priority interventions, targets, and indicators.
2. Providing strategic oversight on the prioritisation of resources within the sector and among sector partners.
3. Monitoring the implementation of the sector’s objectives against the [insert relevant energy and environment standards] and assisting in the identification of significant gaps.
4. Validating common processes related to the sector’s response, such as contingency planning, the transition from in-kind to cash interventions, targeting, and the use of common data collection and information management tools.
5. Sharing lessons learned and promoting good practice.
6. Reporting in accordance with [insert relevant coordination mechanisms, response plans, and policies].
7. [Insert further responsibilities].

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# Activities

To achieve its goal, the ***Working Group*** will execute the following as appropriate:

1. Contributing to multi-sectoral needs assessments with the inter-agency coordination group.
2. Developing a plan to address the assessed needs.
3. Reviewing resources and standardising assistance approaches.
4. Mobilising additional resources as required.
5. Holding regular sector coordination meetings, increasing frequency in emergency situations as needed.
6. Agreeing on priority indicators and preparing regular indicator reports, aligned with standards set by the inter-agency coordination group.
7. Ensuring timely input of needs-based information products (including 3W).
8. Coordinating any other relevant activities within the sector.
9. Drafting and publishing relevant guidelines for the sector.
10. [Insert further activities].

# Membership

[Insert list of members and contacts - for internal use in working group]

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| --- | --- | --- | --- |
| **Name** | **Organisation** | **Contact Information** | **Geography and Thematic Area of Work** |
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# Annex: Template LogFrame for the Working Group

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| Vision |  | | | |
| Mission |  | | | |
| Values |  |  |  |  |
| Energy and Environment Pillars |  |  |  |  |
| Results |  |  |  |  |
| Strategies |  |  |  |  |
| Outputs |  |  |  |  |

The **Global Platform for Action**(GPA) is a global initiative to promote actions that enable sustainable energy access in displacement settings, as laid out in the [Global Plan of Action Framework Document](https://unitar.org/sites/default/files/media/file/gpa_framework_final-compressed.pdf), thereby ensuring SDG7 is inclusive of displacement situations. By connecting individuals and organisations in productive partnerships, the GPA helps advance energy programming in the humanitarian response in quality, scale, and replicability. The GPA offers a platform to connect and collaborate with partners in bringing clean energy solutions to displacement settings.

